

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, NOVEMBER 15, 2007, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, November 15, 2007, at 6:00 p.m., in the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Amy Bayless	Present
Vice Chairperson	Dave Puzas	Present
Commissioners	Jorge Olguin	Present
	Sarah Vinson	Absent
	Bill Regner	Present

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

AGENDA ITEM: CALL TO ORDER: The Chairperson called the meeting to order at 6:00 p.m.

AGENDA ITEM: ROLL CALL: The Administrative Assistant called roll.

AGENDA ITEM: MINUTES: Consideration of the **Regular Meeting Minutes of October 15, 2007.** Commissioner Olguin made a motion to approve the minutes of October 15, 2007. Vice Chairperson Puzas seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson’s Report: The Chairperson reminded the Commissioners about the December 7th Boards & Commission Conference in Phoenix. (The Administrative Assistant will e-mail those who are attending the time/location to meet for the carpool).

Staff Report: The Community Development Director stated the Town is getting a new wastewater treatment plant. December should show a 90% design completion. This will go before the Design Review Board regarding buildings, layout and landscape. The old plant will be de-commissioned with the small concrete pond remaining. The Mayor would like to have a joint meeting with Parks & Rec, Design Review Board, Planning Commission and the Town Council regarding the use of the old plant site in the very near future.

AGENDA ITEM: PUBLIC COMMENT: None.

NEW BUSINESS

AGENDA ITEM: WORKSESSION: Form-Based Zoning.
Handout information provided to Commissioners:
- Appendix “A”-Smart Code

- Designing Community, Charrettes, Masterplans and Form-based Codes by David Walters.

The Community Development Director stated the Smart Code-Central Petaluma Specific Plan is an excellent example of “Form Based Codes”.

The Commissioners discussed the Table of Contents of the Smart Code and how it relates to establishing timelines for appropriate areas to start working on.

The following was discussed:

**-“Sub-Area Concept”-if acceptable- we need to look at the Smart Code table of Contents
-the process/timelines**

-The need to move away from “Structure” and towards “Concept”

-Identifying WHERE to start is crucial

-the process will become a learning experience on “existing” areas

-future areas will become easier to identify and streamline

-The possible easiest areas to start with may be the downtown business district or historical district

-Historical elements/designation need to be looked at

-Combining mixed-use projects/keeping within compatibility parameters

-The need to also keep compatibility from one area to another is important

**-Define what is the “pull/connectivity” from one trail to another to downtown Clarkdale
-exercise/recreation vs. destination and economic development**

-General Plan and Form Based Codes go hand in hand

-The Town of Clarkdale needs a vision/theme/a reason “TO COME” here

SUMMARY:

The downtown central business district would be a good place to start.

-The Community Development Department will provide information/the framework to be able to start discussion for the next worksession.

-Future worksessions can include inviting architects to gather valuable input

Note: The Community Development Director said the Southwest Risk Attorney would like to be included in the steps the Planning Commission will be taking as we move forward with Prop 207.

The Commissioners stated they would like to meet the first Thursday of each month to have a worksession to continue with the form based codes project. These meetings will not include any motions being made, they are worksessions only.

AGENDA ITEM: FUTURE AGENDA ITEMS:

**-Continuation of Form Based Codes Worksession - first Thursday of each month
starting December 6th**

-Prop 207 as it progresses

AGENDA ITEM: ADJOURNMENT: Vice Chairperson Puzas motioned to adjourn the meeting. Commissioner Olguin seconded the motion. The motion passed unanimously. The meeting adjourned at 7:45 p.m.

APPROVED BY:

SUBMITTED BY:

Amy Bayless
Chairperson

Vicki McReynolds
Administrative Assistant

DRAFT

**Board of Adjustment
November 28, 2007,**

**MINUTES OF A REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF
THE TOWN OF CLARKDALE HELD WEDNESDAY, NOVEMBER 28, 2007, AT
6:00 P.M. IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL
CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, ARIZONA.**

The **Regular Meeting** of the Board of Adjustment of the Town of Clarkdale that was scheduled for November 28, 2007, was **cancelled**.

APPROVED BY:

SUBMITTED BY:

Anita Simgen
Chairperson

Vicki McReynolds
Administrative Assistant

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, NOVEMBER 14, 2007, AT 6:00 P.M. IN THE CLARKDALE LIBRARY BUILDING, 39 N. NINTH STREET, CLARKDALE, AZ.

A **Regular Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, November 14, 2007, at 6:00 p.m. in the Clarkdale Library Building, 39 N. Ninth Street, Clarkdale, AZ.

Board Members:

Chairperson	Charles Scully	Present
Vice Chair	Marsha Foutz	Present
Board Members	Dennis Rhoades	Present

Staff:

Community Development Director	Sherry Bailey
Building Official	Mike Baker
GIS Technician	Guss Espolt
Administrative Assistant	Vicki McReynolds

Others in Attendance: Gustavo Vargas, Lionel Cardenas

AGENDA ITEM: CALL TO ORDER: The Chairperson called the meeting to order at 6:00 p.m.

AGENDA ITEM: ROLL CALL: The Administrative Assistant called roll.

AGENDA ITEM: MINUTES: Consideration of the Regular Meeting Minutes dated October 10, 2007. Vice Chairperson Foutz motioned to approve the Regular Meeting Minutes of October 10, 2007. Board Member Rhoades seconded the motion. The motion passed unanimously

AGENDA ITEM: REPORTS:

Chairperson’s Report: The Chairperson reported he went to the Arizona Planning Association Meeting in Glendale/West Gate (the new city center). He said architecturally it was a very unique urban style.

The Board Members noted the signs at the Mountain Gate entry looked good.

Staff Report: The Community Development Director reported that the Town is getting a new wastewater treatment plant. December should show a 90% design completion. This will come before the Design Review Board regarding buildings, layout and landscape in December or January. The Mayor would like to have a joint meeting with Parks & Rec, Design Review Board and the Town Council regarding the use of the old plant site.

AGENDA ITEM: PUBLIC COMMENT: The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comment to five minutes.

OLD BUSINESS

DISCUSSION & POSSIBLE ACTION: DRB-2007-49 Design Review for The Newstand, front entrance, located at 911 N. Main Street, Parcel Number 400-03-161.

The Community Development Director advised the Board Members the applicant needs to withdraw this item from the agenda. The Building Official will continue to work with the applicant and a contact with the State of Arizona to bring their proposal to the Board at a future meeting.

NEW BUSINESS:

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: SPR-2007-21 and DRB-2007-51 for an addition to an existing building at an existing site, Parcel #400-26-344-A, located at 1481 Hwy 89-A (Commercial), from Gustaov & Victoria Vargas.

Staff Report: Background: The applicant has submitted an application for Site Plan Review & Design Review for his property at 1481 Hwy 89-A. This is an existing building at an existing site that the applicant desires to make in to a restaurant.

1. UTILIZATION OF THE SITE:

- a. Utilization of the Site
- b. Natural drainage
- c. Building Placement
- d. Building Entrances
- e. Building Orientation
- f. Building Scale
- g. View Protection
- h. Ridgeline Protection
- i. Hillside Development

2. TRAFFIC ACCESS AND PARKING

- a. Adequacy of Roadway System
- b. Access into the Site
- c. Access way Location and Spacing
- d. Internal Vehicular Circulation
- e. Parking Layout and Design
- f. Location of Off-Street Parking
- g. Design of Drive-Through Facilities

3. PEDESTRIAN ACCESS

- a. Pedestrian Circulation

4. STORMWATER MANAGEMENT

5. EROSION CONTROL

6. WATER SUPPLY PROVISIONS

7. SEWAGE DISPOSAL PROVISIONS

8. UTILITIES

9. NATURAL FEATURES

10. GROUNDWATER PROTECTION

11. **WATER QUALITY PROTECTION**
12. **HAZARDOUS, SPECIAL AND RADIOACTIVE AMTERIALS**
13. **CAPACITY OF THE APPLICANT**
14. **SOLID WASTE MANAGEMENT**
15. **HISTORIC & ARCHEOLOGICAL RESOURCES**
16. **FLOOD PLAIN MANGEMENT**
17. **EXTERIOR LIGHTING**

18. **BUFFERING**
19. **NOISE**
20. **STORAGE OF MATERIALS**
21. **LANDSCAPING**
22. **BUSINESS SIGNS**

Staff Comments: In addressing the layout/design of the restaurant the Design Review Board may approve the plan as submitted, conditionally approve with stipulations, or disapprove this application as filed. Staff is proposing some stipulations that we recommend if the Board approves this application.

Recommended Stipulations:

1. All exterior lighting must meet the Town of Clarkdale exterior lighting codes. The same would be true with the Parking Lot Lighting Standards of Chapter Eight Section 8-8-A. Outdoor Lighting Code.
2. All landscaping must meet the Town of Clarkdale's approved plant plan - a list of approved plants for use in landscape design. This is not an all inclusive list, but any major deviation will have to be approved by the Design Review Board. List on Chapter Nine Page 5 & 6 of the Landscape Design Standards Zoning Code.
3. An area or combination of areas equal to ten (10%) percent of the total parking lot area shall be landscaped. That will comply with Chapter Nine Section 9-7-2. Landscaping Design Standards Zoning Code.
4. That a grease trap be used that follows the County Health Department's Guidelines.

Applicant: Gustaov Vargas with Lionel Cardenas (Architect).

The applicant explained that this is an addition to the existing building on an existing lot. They provided a color sample board with pictures, material samples and the architect's rendering of the building.

- The outside will be done with a material called "stucco plex" which is a simulated plaster look that handles the Arizona climate with virtually no cracking.
- The plants will be strategically placed in the parking lot area and will be drought resistant.
- There will be natural drainage
- The parking lot will be chip & seal

Questions to Staff/Applicant:

Following are responses to questions from the Board Members:

- This will be a Mexican Restaurant with additional menu choices
- The covered patio areas will be able to have food served out there
- The additions will replicate the existing building design as indicted on the color/picture sample board provided.
- There will be “bumpers” to protect the overhang (from tall vehicles)
- The entrance way in to the restaurant will be through the courtyard
- The color will stay the same as existing building

Vice Chairperson Foutz mentioned sloping to create a water system for the plantings and gaps in the brick patio area for watering purposes. (There will be roof gutters to capture rainwater).

Discussion:

- Signs and lighting will be brought to Design Review at a later date
- The building looks very nice as proposed
- The wall/curbing and landscaping was discussed as proposed by applicant. Drought resistant plants will be used.
- The proposed parking plan meets Town requirements.
- Board Members agreed the parking lot looked good.
- The entrance/exit areas were discussed per the architect’s rendering.
- There will be “one way” traffic flow.
- Deliveries and employee parking has a separate area.
- Easements, frontage to Hwy 89-A and future roundabouts were mentioned as it relates to applicant’s project.

Action: Vice Chairperson Foutz motioned to approve SPR-2007-21 as proposed, using the colors to match the existing building, with the courtyards and bricks to work together as presented. Board Member Rhoades seconded the motion. The motion passed unanimously. Vice Chairperson Foutz motioned to approve DRB-2007-51 as proposed. Board Member Rhoades seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Old Jerome Highway-Landscape Plan for The Highlands.

Per the Community Development Director:

This item was removed from the Agenda as the Applicant was not ready for a full presentation at this meeting. It will be brought forth at another meeting with a full landscape plan.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Wastewater Treatment Plant
- The Newstand

DRAFT

*Design Review Board
November 14, 2007*

AGENDA ITEM: ADJOURNMENT: Board Member Rhoades made a motion to adjourn the meeting. Vice Chairperson Foutz seconded the motion. The motion passed unanimously. The meeting adjourned at 6:50 p.m.

APPROVED BY:

SUBMITTED BY:

Charles Scully
Chairperson

Vicki McReynolds
Administrative Assistant

**Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale,
Held on November 8, 2007 at 9:00 a.m. in the Clark Memorial Library, Clarkdale, Arizona**

A regular meeting of the Library Advisory Board of the Town of Clarkdale was held on October 4, 2007 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

Members: John Stevenson, Chairperson
Gloria Browne, Vice Chairperson
Winnie Bohall (absent)
Sue Hill
Margaret Krznarich
Roberta Peterson
Vacancy

Staff: Library Manager Hawken

Others in attendance: Jean Stevens

AGENDA ITEM: CALL TO ORDER -

Chairperson Stevenson called the meeting to order at 9:10 a.m. and noted that Boardmember Bohall was absent.

AGENDA ITEM: PUBLIC COMMENT - None.

AGENDA ITEM: MINUTES- Consideration of the minutes of the regular meeting held on October 4, 2007.

It was noted that Gloria Browne is the Vice Chairperson, not Roberta Peterson, as listed. Boardmember Hill moved to approve the minutes as corrected. Boardmember Krznarich seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS ON RECENT EVENTS:

Chairperson Stevenson introduced *Kathy Bainbridge* as the new Clarkdale Town Clerk. Town Clerk Bainbridge noted that the library is part of her department and she had attended the meeting partly because she wanted to be able to recognize any budget issues that might be addressed in the next budget process.

Staff - No report.

AGENDA ITEM: BOOK SALE - Discussion and consideration of the book sale

Discussion included the following issues:

1. Boardmember Hill submitted an article to the Verde Independent that was printed on 11/7.
2. The library workroom is not available yet, but Library Manager Hawken has a plan to deal with that.
3. The board members agreed to meet at 9:00 am on November 19th in the Ladies Lounge to begin working on the book sale. They will arrange other work dates at that time.
4. Staffing the sale on December 7th from 6 to 9 pm and having a can in place for payment for the rest of the sale. Library Manager Hawken will collect the money from the can.
5. Using plastic or newsprint to cover the tables.
6. Lighting.

AGENDA ITEM: MEETING SCHEDULE -

Discussion and consideration of the meeting schedule.

Library Manager Hawken reported that the newest member of the board, Winnie Bohall, is able to attend only on first Thursday, which she understood to be the meeting date.

Boardmember Hill moved to return the meeting schedule to the first Thursday of each month at 9:00 am. Boardmember Browne seconded and the motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS-

1. Library Survey
2. Library Board meeting schedule.
3. Book sale.

AGENDA ITEM: ADJOURNMENT -With no further business and without objection, the meeting adjourned at 9:35 a.m.

APPROVE:

John Stevenson, Chairperson

SUBMIT:

Charlotte Hawken, Library Manager

**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION
COMMISSION OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on the 5th day of November, 2007, at 5:30 p.m. in the Finance Building Conference Room, 890 Main Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Vice Chairperson: Maya Radoccia
Commissioners: Krysta Dehnert (Absent)
Bethany Bezdek
Alice Burroughs

Town Staff:
Parks and Recreation Supervisor: Dawn Norman

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER – Chairperson Zanolli called the meeting to order at 5:35 p.m. It was noted that a quorum was present.

AGENDA ITEM: PUBLIC COMMENT –

No Public Comment.

AGENDA ITEM: MINUTES - Discussion and consideration of minutes of the Regular Meeting held on October 1st, 2007.

Commissioner Radoccia moved to approve the minutes as they were written and Commissioner Burroughs seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS –

CHAIRPERSON’S REPORT – No Report.

STAFF REPORT - Parks and Recreation Supervisor Norman explained to the Board that in the past years Parks and Recreation organized the annual Cities and Towns Week which is held in October. Parks and Recreation Supervisor Norman informed the Board that Arizona League of Cities and Towns had decided that Cities and Towns Week would not be organized or observed this year and that the League hopes to bring it back in 2008. She continued to explain that the Clarkdale-Jerome teachers look forward to bringing their students to tour the town facilities so she plans to still coordinate and invite the school but at a different time this year.

Parks and Recreation Supervisor Norman stated that she is continuing to meet with Kat Thorpe, Pool Manager, to gear up for the '08 season. She explained that they met in October and discussed staff recruiting, new pool equipment, offering certification classes, and pool season dates and programming ideas for the upcoming season. She stated that they plan to meet at least once a month in order to be prepared for the opening of the pool.

Parks and Recreation Supervisor Norman said that she had briefly spoken to Leslie Boulet with Empire Communities regarding events and that they plan to meet to discuss future events. She continued to explain that the call was generated from Mountain Gate's Halloween event that the town was not aware of until the day before Halloween. She explained that her goal was to encourage Empire to treat Mountain Gate as one of Clarkdale's communities as opposed to its own separate entity and would like to work together and support each other's events. There was discussion that staff should contact the Homeowner's Association's President and/or Board members.

FINANCE REPORT - Parks and Recreation Supervisor Norman reviewed the September Financial Reports with the Board. She explained that the incoming revenue was not as projected therefore the original budget amounts were adjusted 10% with the exception of salaries. She continued to say that this may be a temporary adjustment but until the revenue saw an increase the adjusted budget amounts would stay in place.

NEW BUSINESS:

AGENDA ITEM: HALLOWEEN – Discussion and consideration of the Halloween on Main Street Event.

Parks and Recreation Supervisor Norman reviewed this year's numbers with the Board. She explained that there is a resident who keeps track of the number of trick-or-treaters and this year they counted 1,286 trick-or-treaters as opposed to last year's 1,333. She continued to explain that this is a rough estimate as it was impossible to count every trick-or-treater who attends the event but thought that there was more in attendance than last year. She stated that trick-or-treaters were really encouraged to go to First North and First South Streets to help alleviate congestion on Main Street and felt that they were successful in their efforts.

Parks and Recreation Supervisor Norman shared that she had received \$1,270.00 in cash and gift card donations. She reviewed the financial report showing the summary detail of incoming donations and the expenditures made this year. She stated that she purchased prize items and glow bracelets in addition to the candy to distribute this year and that they seemed to be a big hit. There was open discussion on the toys and items purchased.

Parks and Recreation Supervisor Norman stated that throughout the planning stages for the Halloween event mixed feelings were shared with her and the town manager from residents who live in Upper Clarkdale. She explained that she and the town manager had discussed these concerns and that it was decided to issue a survey regarding the Halloween event and to include an invitation to residents to attend a Parks and Recreation Board Meeting to give input. Parks and Recreation Supervisor Norman said that she received 52 candy requests this year, one more than last year. She continued to state that a count of homes not participating on Halloween on Main Street was done. The results concluded 22 of the 49 homes did not participate, three of which were vacant, resulting in a 55% participation rate for Main Street. There was open discussion on the December meeting and the procedure for public input on the item. Parks and Recreation Supervisor Norman explained that the meeting was for informational purposes only and to allow the residents to share their input on Halloween. She continued to explain that the Board would listen to the public's input and would not vote that night on the issue.

AGENDA ITEM: PARK USE RULES AND REGULATIONS – Discussion and consideration of the park use rules and regulations.

Parks and Recreation Supervisor Norman explained that she discussed the possibility of allowing the use of alcohol in the parks with the town manager. In discussion, the town manager suggested that the commission discuss the new smoking law which prohibits smoking in public places and if and how it could affect our parks.

There was open discussion regarding the new smoking law and how it affects public parks. Parks and Recreation Supervisor Norman explained that the town manager was currently sharing information received through the city manager's association's list server as this same question had arisen and that she will continue to research on the smoking ban and the allowance of using alcohol in the parks.

Parks and Recreation Supervisor Norman stated that she had not been able to revise the agreements as discussed at the last Parks and Recreation meeting and would start work on the revisions once she had completed her research.

AGENDA ITEM: POOL – Discussion and consideration of purchasing pool system equipment.

Parks and Recreation Supervisor Norman reviewed the price quotes received on the pool system with the Board. There was discussion on why the current system needed to be replaced. Parks and Recreation Supervisor Norman re-visited the reasons as to why the current system needed to be replaced and why this type of system should be purchased. She stated that the pool's current system uses tri-chlor, which contains cyanuric acid, a stabilizing agent. She continued to explain that cyanuric acid is very destructive as it destroys the plaster and the parts in the pump and motor assemblies both very expensive items to replace. She explained that the cyanuric acid stabilizes the active chlorine, the agent which kills the dangerous bacteria that pool water tends to carry and when stabilized its power to work is extremely diminished posing a major health hazard. She continued to explain that the current chlorine used is one of the most expensive on the market and that with the new pool system the costs in chemicals will drop approximately 50% in comparison to the chemicals that are currently used. Parks and Recreation Supervisor Norman requested the approval from the Board to use the funds donated by the Yavapai-Apache Nation in the amount of \$3,541.61 to purchase the pool system as presented.

Commissioner Bezdek motioned to approve that the funds donated from the Yavapai-Apache Nation in the amount of \$3,541.61 be used to purchase the new pool system. Commissioner Radoccia seconded the motion. The motion passed unanimously.

AGENDA ITEM: SANTA IN THE PARK EVENT – Discussion and consideration of the Santa in the Park Event.

Parks and Recreation Supervisor Norman shared last year's event and challenges with the Board. She reviewed with the Board the options discussed last year on how to address the complaint of the long wait in line and that she had discussed this challenge with the town manager. She shared that after discussion it was decided to change the time of the event to the

same time as Cottonwood's parade as opposed to after in hopes that this would alleviate the long wait in line. Commissioner Burroughs shared her concerns of the time change explaining that the fire truck used to deliver Santa was also used by the Kiwanis in the parade and that the roads would be closed due to the parade making it hard for people to attend. Parks and Recreation Supervisor Norman explained that the event was for Clarkdale residents so there should be no issue with the road closures in Cottonwood and that the loss of the fire truck was not as big of a concern as alleviating the wait in line and that she would seek an alternate delivery method if needed. There was open discussion on last year's event and how the time change would affect this year's event.

There was discussion on the activities that would be held at the event. Parks and Recreation Supervisor Norman explained that the Chamber of Commerce and the Made in Clarkdale Association sponsor a table where the children can make their own ornament to hang on the tree in the gazebo and that she was seeking volunteers to assist with set-up and break down, serving the hot chocolate and cookies, and any other needed help throughout the event. There was discussion of volunteer possibilities such as scout troops. Parks and Recreation Supervisor Norman stated that she would email the Board with a list of items that she needed help with and that she would look through the volunteer applications in addition to contacting local scout troupes.

AGENDA ITEM: NEW YEAR'S EVE EVENT – Discussion and consideration of a New Year's Eve Event.

Parks and Recreation Supervisor Norman stated that plans are still in progress for the event. She stated that a test run of the lighted globe had been done and that it was going to be amazing. She continued to say that the event would be held from 8 p.m. to midnight with two droppings of the ball, one at 10:00 p.m. and the other at midnight, that way families with younger children could leave early and would still be able to participate in the dropping of the ball. Parks and Recreation Supervisor Norman reviewed the entertainment scheduled to date and shared what was still being scheduled and worked on for the event. There was discussion on admission price, door prizes, entertainment, event funding opportunities and volunteers.

AGENDA ITEM: PROGRAMMING – Discussion and consideration of programming opportunities.

Parks and Recreation Supervisor Norman updated the board with the progress of establishing programs for Clarkdale residents. She explained that she has researched the idea of movie nights and found that a single annual license can be purchased by a public library or school with the provision that the license is site specific only. She continued explaining that a license for the Clarkdale library would be \$295 but there is no space available to offer a movie showing. She said she contacted the Clarkdale-Jerome School and presented the idea of working together to purchase a license in which both the town and the school could use to offer events solely and jointly provided that they were shown in the school auditorium. She continued to explain that the school was interested in working together and that the student council sponsor was currently looking into the purchasing of the license.

Parks and Recreation Supervisor Norman shared that she is scheduled to meet with an art instructor to discuss art classes for youth and that she would keep the board updated on the

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progress. Chairperson Zanolli inquired if Parks and Recreation Supervisor had looked into Artist in Resident, a state-funded program. Parks and Recreation Supervisor Norman said that she was not aware of the program. Chairperson Zanolli volunteered to get information to Parks and Recreation Supervisor Norman on Artists in Resident.

Parks and Recreation Supervisor Norman continued to share that she was working on a belly dancing class and that she had gathered contact information on instructors and would start contacting prospects in the next few weeks.

There was discussion of previous programming ideas for youth. Parks and Recreation Supervisor Norman explained that she did plan on moving forward with those ideas but needed to start with a few first as she was challenged with being the only parks and recreation employee. She stated that she felt the movies at the school would be a good beginning point as it would be both a youth program and a tool in developing a relationship with the youth in the community. She explained that once she had started the process of building the relationship she would then be able to get input on which programs to move forward with and build interest among the youth.

AGENDA ITEM: CLARKDALE PARKWAY PEDESTRIAN ROUTE – Discussion and consideration of a safe pedestrian route along Clarkdale Parkway from Mountain Gate sidewalk to Clarkdale Main Street Park.

Parks and Recreation Supervisor Norman stated that the town is currently addressing the concern of providing a safe pathway for pedestrians along this route but was not aware of the progress. There was discussion of the possibility of adding signage and clearing out some of the brush on the 11th Street trail route at the wash as a temporary route until a safe route could be constructed. The board requested staff to forward the item to the proper department to address the issue and for staff to keep the board updated on progress.

AGENDA ITEM: TEMPORARY RELOCATION OF THE PARKS AND RECREATION BOARD MEETING – Discussion and consideration of relocating the Parks and Recreation Board Meeting scheduled for December 3rd, 2007 to the Men’s Lounge.

Chairperson Zanolli motioned to relocate the December 3rd, 2007 Parks and Recreation Meeting to the Men’s Lounge in the Clark Memorial Clubhouse. Commissioner Radoccia seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.

Halloween

AGENDA ITEM: ADJOURNMENT - With no further business before the Board and without objection, the meeting adjourned at 6:55 p.m.

APPROVED:

**Lynda Zanolli,
Chairperson**

SUBMITTED BY:

**Dawn Norman,
Parks and Recreation Supervisor**

**MINUTES OF A SPECIAL MEETING OF THE PARKS AND RECREATION
COMMISSION OF THE TOWN OF CLARKDALE**

A Special Meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on the 26th day of November, 2007, at 5:30 p.m. in the Finance Building Conference Room, 890 Main Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Vice Chairperson: Maya Radoccia
Commissioners: Krysta Dehnert
Bethany Bezdek
Alice Burroughs

Town Staff:
Parks and Recreation Supervisor: Dawn Norman
Town Manager: Gayle Mabery
Assistant Town Manager: Janet Perry

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER – Chairperson Zanolli called the meeting to order at 5:34 p.m. It was noted that a quorum was present.

AGENDA ITEM: PUBLIC COMMENT –

No Public Comment.

AGENDA ITEM: WORKSESSION – A worksession to discuss the Halloween on Main Street Event.

Town Manager Gayle Mabery briefed the commission on the history of the Halloween on Main Street event along with past issues and how they were addressed. In addition, she discussed the statistics for this year's event and the steps the staff took in order to address the large number of attendees.

There was open discussion on other Halloween Events scheduled throughout the Verde Valley. Parks and Recreation Supervisor Dawn Norman reviewed the Halloween Survey results with the commission. There was discussion on the final results.

There was open discussion on concerns voiced by Upper Clarkdale residents and different options and alternate solutions to address some of these concerns.

Town Manager Gayle Mabery discussed the upcoming December 3rd Parks and Recreation regular meeting. Given the potential attendance at that meeting of community members, the discussion focused on proper conduct for public meetings.

AGENDA ITEM: WORKSESSION – A worksession to discuss the roles of the Parks and Recreation Commission and liaison.

There was discussion on the roles of the Commission and liaison. Town Manager Gayle Mabery verified that each Commissioner had received a Board and Commissions Handbook when appointed to the Commission which outlines the duties and responsibilities as a Parks and Recreation Commissioner. She continued to explain that the Parks and Recreation Commission Statement of Policy and Goals are included within the handbook. There was discussion on the Board and Commissions Handbook.

Town Manager Gayle Mabery described different communication tools that could be used between the Commission and the liaison and that it was a matter of discussion amongst the Commission on what their expectations were and what they were comfortable with. There was discussion on the forms of communication between the Commissioners and the liaison and items to be included.

AGENDA ITEM: ADJOURNMENT - With no further business before the Board and without objection, the meeting adjourned at 6:55 p.m.

APPROVED:

Lynda Zanolli,
Chairperson

SUBMITTED BY:

Dawn Norman,
Parks and Recreation Supervisor

Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on November 21, 2007 at 4:00 p.m. in the Clark Memorial Library, Clarkdale, Arizona.

A Regular meeting of the Heritage Conservancy Board of the Town of Clarkdale was scheduled on November 21, 2007 at 4:00 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona, BUT WAS CANCELLED DUE TO THE UNAVAILABILITY OF ALL OF THE MEMBERS.

Board Members:

Chairperson Drake Meinke
Vice Chairperson Gerald Wombacher
Linda McDonough
Jesus Valdez
Maria Tester

Staff: Admin. Assistant Charlotte Hawken

APPROVED:

Drake Meinke, Chairperson

SUBMITTED:

Charlotte Hawken, Administrative Assistant